

Digital Evidence

Creating/Associating Bundles and Sections

A Clerk/Court User may occasionally need to create a new bundle and/or section(s), to provide a space for exhibits to be uploaded/managed. Section(s) must be associated to a Bundle, and users must be provided with the ability to manage and access exhibits.

When only needing to create a new section and associate it to an existing bundle, [skip to step 2](#). *E.g., only two sections for the parties were included in the template, and a section needs to be added for an additional attorney that was appointed and will be submitting exhibits.*

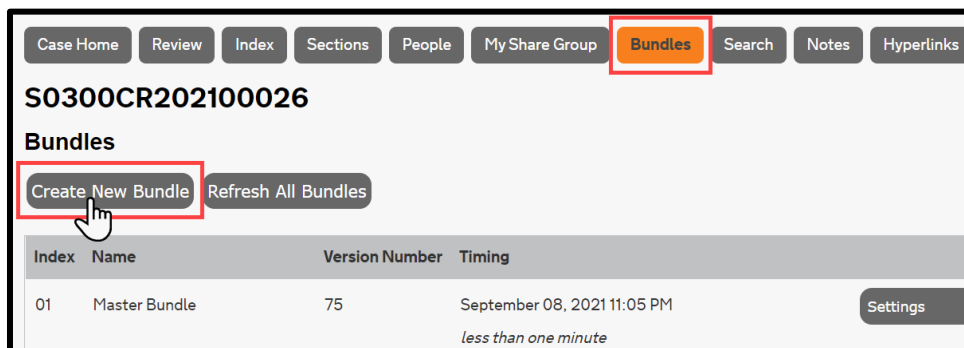
For appeals, do NOT follow this process. View the **How to Prepare Digital Evidence for an Appeals Court** document available at: <https://www.azcourts.gov/digitalevidence/Clerk-and-Court-Staff>.

To create a Jury Bundle, do NOT follow this process. View the **How to Create a Jury Bundle** document available at: <https://www.azcourts.gov/digitalevidence/Clerk-and-Court-Staff>.

1. Create a Bundle

- a. Select **Bundles tab** > Select **Create New Bundle**

Note: Review Existing Index Numbers to Determine Appropriate Number for New Bundle



- i. Enter **Index Number and Name** > Select **Save**

S0300CR202100026

Create New Bundle

Bundles List

Bundle Details

Index*

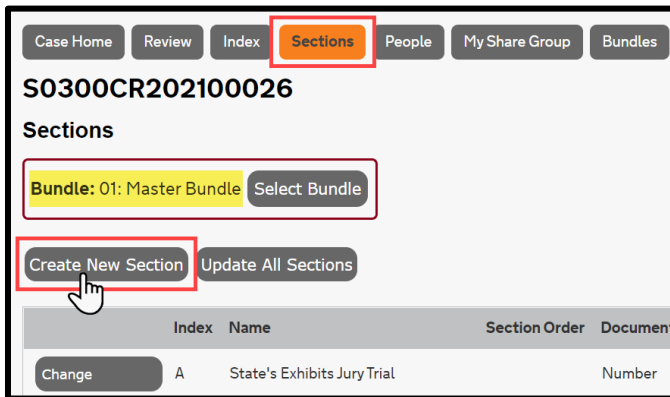
Name*

Save

2. Create Section(s)

- a. Select **Sections tab** > Select **Create New Section**

Note: The Create New Section button is only visible when the Master Bundle is selected

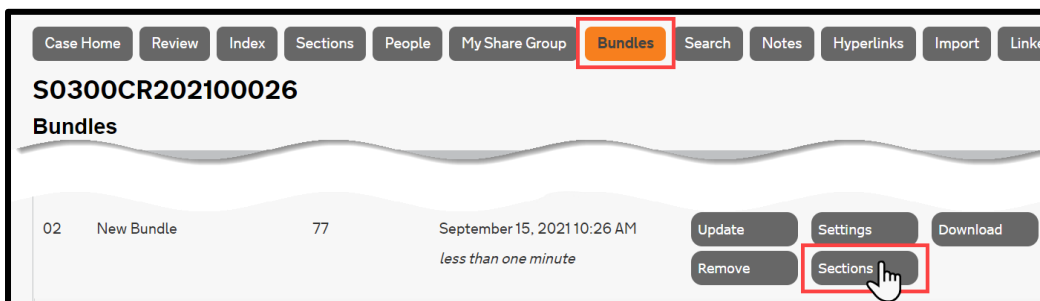


- i. Enter **Section Letter** and **Section Title** > Select **Create**

- b. **Repeat this step** until all needed Sections are created

3. Associate Section(s) to a Bundle

- a. Select **Bundles tab** > Select **Sections** for the appropriate Bundle



- i. Select **Add** to associate the Section(s) to the Bundle

S0300CR202100026
02: New Bundle

Bundles Refresh

Bundle Sections

Section Number/Letter	Section Title	Section Order
A	State's Exhibits Jury Trial	
B	Defense Exhibits Jury Trial	
C	Party Exhibits - Hearing Type	

Each row has an 'Add' button to its right. The 'Add' button for section C is highlighted with a red box and a mouse cursor.

- A. The added section(s) will appear at the bottom of list, and Exclude Documents by Default will be selected
- B. Select **Allow Document Upload & Delete** and **Include Documents by Default** > changes will be automatically saved

Section Number/Letter	Section Title	Section Order	Bundle Specific Order	Allow Document Upload & Delete	Include Documents by Default	Exclude Documents by Default
A	State's Exhibits Jury Trial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Party Exhibits - Hearing Type		C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Red arrows point from the headers 'Allow Document Upload & Delete' and 'Include Documents by Default' to the checked checkboxes in the row for section C. The 'Add' button for section A and the 'Remove' button for section C are also visible.

- Allow Document Upload & Delete:** allows users to **add/remove exhibits**
 - If this is **NOT** selected, users will not be able to add/remove their exhibits
 - Include Documents by Default:** makes the uploaded **exhibits visible** during review evidence mode
 - If this is **NOT** selected, the exhibits won't be visible during review evidence mode
- ii. **Repeat this step** for all Sections that need to be associated to the Bundle